

PRELIMINARY MASTER DEVELOPMENT PLAN (PMDP) CHECKLIST	
Project Name:	Map #: Group: Parcel #:
Contact Person:	PMDP File Number:

The Preliminary Master Development Plan (PMDP) checklist is designed to assist applicants with identifying the information that must be included on all PMDP applications. Initial submittals must include a completed Planning Commission Application Form, a completed PMDP checklist, and nine (9) folded copies of the PMDP documents by **4:30 PM** on the submittal deadline. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. If you have any additional questions, please contact the Planning Division staff member assigned to your application.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Date of pre-application meeting with Staff – Date: _____ Staff Member: _____ <input type="checkbox"/> Agent letter, if application not signed by the property owner <input type="checkbox"/> Site Data Table listing: property owner name, property zoning, size, Tax Map and Parcel #, site address, yards, setbacks, existing and proposed use, and other bulk regulation information including proposed ground coverage, floor area, and building heights <input type="checkbox"/> The preliminary master plan shall be a general concept plan which shall be drawn to a scale of not less than 100 feet to the inch. <input type="checkbox"/> Written description of the proposed project, including information addressing the overall concept, proposed uses and development schedule of the project. <input type="checkbox"/> Property boundary lines, dimensions, topography, general physical features of the property, and a location map of the proposed project. <input type="checkbox"/> Identification of surrounding property owners according to the <u>latest tax roll available at the Sumner County Property Assessor's Office</u>. This information must be labeled on the PMDP and also provided in a printed list showing the owner name, mailing address, and tax map and parcel information. <input type="checkbox"/> Generalized transportation plan including routes of proposed major streets, driveways, sidewalks, and pedestrian ways. | <ul style="list-style-type: none"> <input type="checkbox"/> Identification of the proposed use of the property, including a tabulation of the land area to be devoted to various uses and activities and overall densities. <input type="checkbox"/> A general landscaping plan shall include general information pertaining to bufferyards and required landscaped areas and open space areas. Identify areas of existing tree growth and areas proposed to be retained or used to meet bufferyard requirements. <input type="checkbox"/> General locations and types of utilities and easements. <input type="checkbox"/> General locations and description of proposed storm drainage. <input type="checkbox"/> Preliminary estimates of traffic volumes and movements to and from the completed project and along the boundary streets. <input type="checkbox"/> General information sufficient to describe the general design of the development as required by the City Planner. Exhibits showing representative building elevations and materials must be provided with the initial submittal. <input type="checkbox"/> Proposed means of dedication of common open space areas and description of the proposed organizational arrangements for the ownership, maintenance, and preservation of common open space. <input type="checkbox"/> A preliminary time schedule for completion of the entire project. |
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Note: Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Planning Division by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.